

<b>NEVADA DEPARTMENT OF CORRECTIONS</b>	<b>SERIES 800 INMATE PROGRAMS AND ACTIVITIES</b>	<b>SUPERSEDES: AR 830 (09/09/02)</b>
<b>ADMINISTRATIVE REGULATIONS MANUAL</b>	<b>ADMINISTRATIVE REGULATIONS 830 RECREATIONAL ACTIVITIES</b>	<b>EFFECTIVE DATE: 12/17/03</b>

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### **PURPOSE**

To establish guidelines for inmate use of leisure time activities and outdoors exercise.

To establish general guidelines for the proper staff and staffing of inmate recreational programs.

To ensure inmate access and input into recreational activities.

To establish general guidelines in regards to recreational facilities and equipment used in sporting and recreational events.

### **AUTHORITY**

NRS 209.131

## **RESPONSIBILITY**

Warden/Facility Managers are responsible to establish recreational and leisure programs for inmates at their institution/facilities.

The Athletic and Recreation Specialist is responsible to provide a program of Athletic and recreation activities to the inmates of the institution in which they are employed as well as coordinate the security, custody and control of all inmates engaged in recreational activities.

For those facilities without a recreation specialist, the facility manager/designee will have the same responsibilities as the recreation specialist.

## **DEFINITIONS**

**INTERMURAL PROGRAM** – An athletic or recreational program existing within the confines of the institution.

**LEISURE TIME** – An inmate's free or unoccupied time that does not interfere with work, training or school programs.

**ATHLETIC AND RECREATION SPECIALIST** – The person whose primary responsibility is to provide a program of athletic and recreation activities for the inmates of the institution of which they are employed.

**SUPERVISION** – The act of overseeing a particular program, employee or group of inmates.

## **APPLICABILITY**

This regulation applies to all staff and inmates within the Department.

## **PROCEDURES**

### **830.01 LEISURE ACTIVITIES**

1.1 Recreational activities may include individual, dual, and team sports, hobbycraft, entertainment, social and group activities and other programs.

1.2 Inmates should be encouraged and permitted to take part in leisure time and recreational activities.

1.3 Any program that involves the joint participation of inmate and the community must be approved by the Warden. **(3-4427)**

1.3.1 Members of the community who are visiting offenders will not be allowed to participate in these activities.

#### 1.4 Safety Precautions

1.4.1 The recreation specialist will ensure all recreational facilities and equipment are safe for inmate use.

1.4.2 All injuries to inmates resulting from participating in the recreation program will be immediately reported by phone to the shift commander and medical staff by the recreational specialist.

- A follow-up written report will follow within one day.

1.4.3 Safety training will be provided by the Recreation Specialist on any activity that may result in an injury such as weightlifting.

1.4.4 Any inmate who participates in boxing or other contact sports, must be cleared by the medical staff as being physically and mentally fit to do so.

#### 1.5 Athletic and Recreation Specialists

1.5.1 Athletic and Recreation Specialists should communicate with each other on a regular basis to discuss programs, exchange ideas, and if possible visit each other's facility.

1.5.2 All Athletic and Recreation Specialists should have a minimum of a bachelor's degree in recreation or the equivalent in combined education and experience. **(3-4424)**

### **830.02 RECREATION STAFF, SUPERVISION, AND ACCESS**

1.1 As funding permits, each institution with over 100 inmates should have at least one fully qualified Athletic and Recreation Specialist. **(3-4424)**

1.1.1 Each Conservation Camp will designate an employee to coordinate and supervise day-to-day inmate recreational activities.

1.1.2 The Athletic and Recreational Specialist at the institution to which the camp is assigned will supervise Conservation Camp recreational programs.

1.2 The institutional Athletic and Recreational Specialist will be under the direct supervision of the Associate Warden of Programs (AWP)/designee.

1.2.1 Shifts occurring outside normal working hours, such as weekends or evenings, the Recreation Specialist will report to the Shift Commander.

1.2.2 All fiscal matters are governed and controlled by Inmate Services.

1.3 Inmates assigned to the recreation program may assist the Athletic and Recreation Specialist in various aspects of the program.

- These inmates shall be under the direction and supervision of the Athletic and Recreation Specialist. **(3-4425)**

1.3.1 The inmates shall receive basic training in the following areas:

- Knowledge of rules and techniques of all activities offered by the program; and
- First Aid and Safety.

1.3.2 The Athletic and Recreation Specialist shall be responsible for orienting each new worker of their duties, expectations, rules and regulations of the program.

1.4 All activities sponsored by the recreation program (gym or athletic field) must be provided with proper supervision and security.

1.5 The Athletic and Recreation Specialist will submit plans for all activities to the Warden and Associate Warden of Programs, in advance, for approval.

1.5.1 Any event that involves outside community members or an event that involves a significant portion of the inmate population or significantly impacts daily operations must be approved by the Warden.

1.5.2 All other events may be approved by the Associate Warden of Programs.

1.6 Organized recreational activities and recreation equipment shall be available on a weekly scheduled basis to all segments of the inmate population.

- No one will be denied access to recreation activities and equipment except for security, disciplinary, or medical reasons.

1.7 Inmates in segregated housing will be provided with a secure courtyard adjacent to their housing quarters.

- The availability of funds and security will determine the extent of recreation supplies and equipment they will receive. **(3-4261)**

1.8 To aid in planning and satisfying the leisure needs and interests of inmates, the Athletic and Recreation Specialist should give inmates the chance to express their recreational preferences. This can be accomplished either by doing a survey in the form of a questionnaire or through verbal contact. **(3-4428)**

1.9 All inmates shall be informed of the rules and regulations governing participation.

- Random inspections should be conducted throughout the year by security, fiscal, and program staff.

### **830.03 RECREATIONAL FACILITIES AND EQUIPMENT**

1.1 Recreational facilities for recreational use should be available at each institution and facility for inmate use. **(3-4426)**

1.2 Recreational facilities should be maintained in good condition with daily cleaning provided by inmate workers. **(3-4423)**

1.3 Warden/designee will inspect all facilities periodically for safety hazards and sanitation.

1.4 Equipment should be available at each institution/facility for inmate use.

1.4.1 It will be accounted for, issued, and maintained in good condition by the Recreation Specialist.

1.4.2 All equipment must be free of safety and security hazards before it is approved for use.

1.4.3 A variety of equipment should be provided to inmates. The amount of equipment depends of the availability of funds, space and inmate preference. It should include such items as the following:

1.4.3.1 Supplies and equipment for dual and team activities, i.e., softball, basketball, and volleyball.

1.4.3.2 Supplies and equipment for individual activities, e.g., weight lifting, and track and field.

1.4.3.3 Supplies and equipment for social games, e.g., checkers, chess, card games, dominoes, and backgammon.

1.5 To control equipment, the Athletic and Recreation Specialist will use a system for checking equipment in and out. This system will ensure that equipment will not be lost, stolen, or abused, but properly controlled.

1.5.1 Each facility will develop written institutional procedures to control the checking in and out of equipment.

1.5.2 The Athletic and Recreation Specialist/designee will ensure all equipment is returned prior to departure from the institution.

1.6 The Warden shall approve all donations of recreation equipment and supplies to the recreation program from staff, inmates, or outside groups.

- Once approved, the donated equipment becomes property of the State of Nevada, and is strictly for the use of inmates.

1.7 Inmates who abuse equipment or facilities will be restricted from the program and disciplined accordingly.

1.8 On an annual basis, all Athletic and Recreational Specialists will submit an inventory of all recreational equipment. This inventory will:

- Be submitted in June of each year;
- Be submitted to the appropriate staff of the institution they are assigned and to the Chief, Inmate Services; and
- Note the condition of the equipment in use.

## REFERENCES

ACA Standard 3-4261

ACA Standards 3-4423 through 3-4428

## ATTACHMENTS

None

\_\_\_\_\_  
Jackie Crawford, Director

\_\_\_\_\_  
Date

**CONFIDENTIAL**

      
Yes

XX  
No

**THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.**